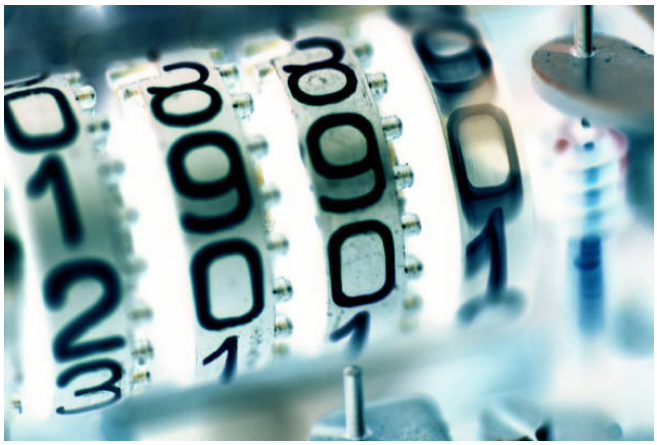
AWB Stock Management System



Airline User Manual

AWB Stock Management System

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1) Introduction

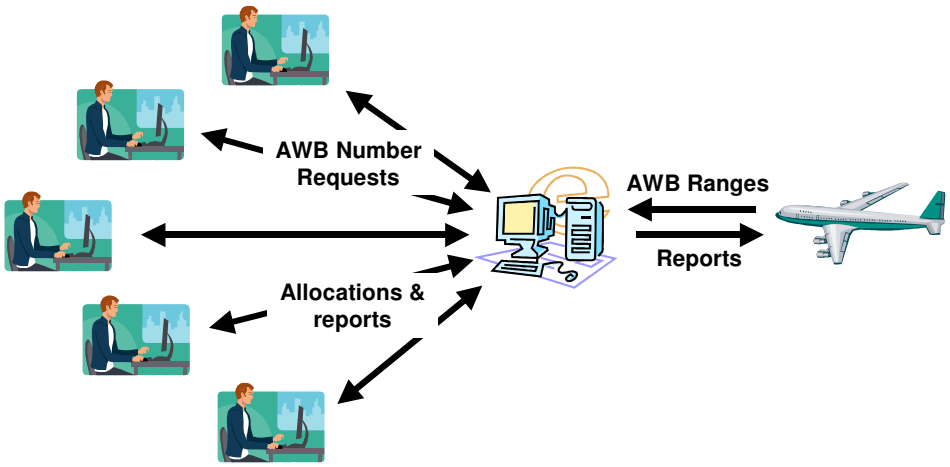
CNS is pleased to provide participating airlines with the "**AWB Stock Management System**". This replaces the original CNS Computerized Air Waybill Number Distribution Service (CAWB).

Key features of this system include:

- Carrier defined allocation relationships for each agent
- On-line dynamic reporting
- Agent on-line number request and allocation
- Auto generated allocation messages
- Agent branch or consolidated allocation option
- Low stock warnings
- Targeted audit of non processed AWBs
- Range control facility (expiry dates)
- CASS-USA payment rating allocation parameters

These, and other functions, are more fully described in this user manual.

CASSlink AWB Management System



2) Set-up & Defaults

Within each participating carrier's profile, there are certain default parameters set by the CASS-USA office. These can be changed on the request of the participating carrier:

- **Separate Express Ranges** – This allows for the allocation of awb numbers to a separate range from normal awb numbers. For example, this could be used for true "Express" product awb number stock, or for another range of awb numbers for specific client types.

The default setting does not allow the Express range.

- **Standard Allocation** – This allows the airline to establish a standard allocation amount and an equal maximum allowed unused amount for ALL agents.

The default setting is zero.

- **Range Warning Level** – When this value is specified, and open awb ranges fall below this level, an operation message is displayed on the user's home page.

The default setting is zero.

- **Stock email** – This allows for a maximum of three email addresses per carrier to receive allocation email messages.

- **XML email option** – If this option is selected, stock email recipients will receive the stock email message containing an attachment Stock Allocation Message in XML format.

The default setting is blank.

- **Allow*** – This function permits the airlines to specify a minimum CASS-USA payment rating in order for agents to request and receive allocations.

The default setting allows all ratings (Unrated, A, B, C, D).

To access the AWB Stock Management System, a user ID and password is required. These are administered by the CASS-USA office.

*This functionality is currently in development and will be available at a later date.

3) System Access

Access to the CASS-USA AWB Stock Management System is via the CNS website, www.cnsc.net.

Click on the link "**AWB Stock**" on the CNS home page (See Fig. 1), and the user will be taken to the log-in screen for the AWB Stock Management System (CASS*Link*).

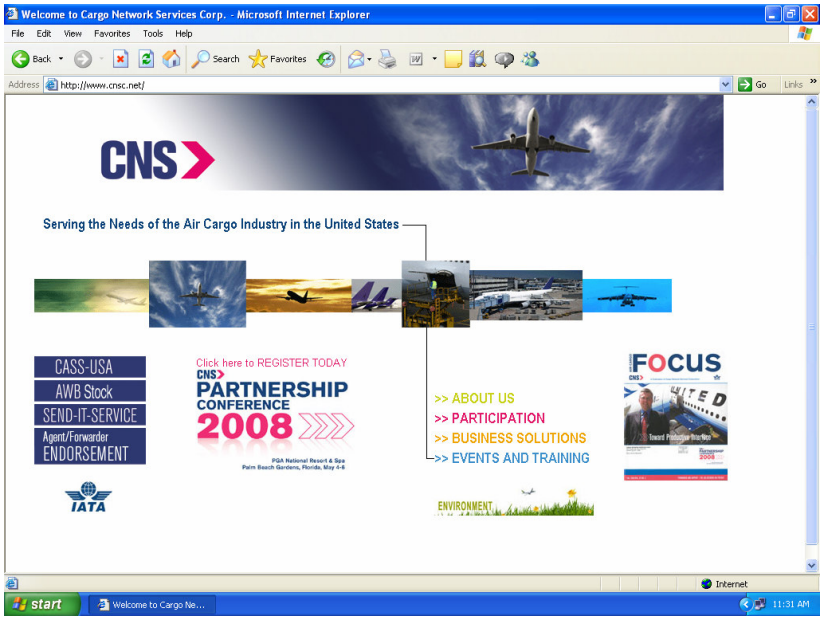


Fig.1 - CNS website home page (www.cnsc.net)

Once on the CASS*Link* log-in page, enter your user ID and password, and click on the log-in button (See Fig. 2).

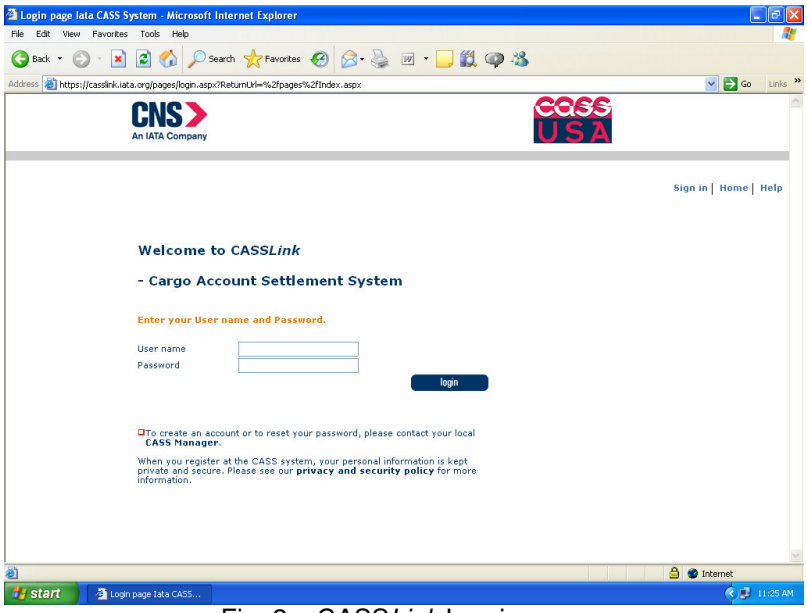

Login page Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink.iata.org/pages/login.aspx?ReturnUrl=%2fpages%2fIndex.aspx
Go Links
CNS
An IATA Company
CASS USA
Sign in | Home | Help
Welcome to CASSLink
- Cargo Account Settlement System
Enter your User name and Password.
User name
Password
login
To create an account or to reset your password, please contact your local CASS Manager.
When you register at the CASS system, your personal information is kept private and secure. Please see our privacy and security policy for more information.
Internet
start
Login page Iata CASS...
11:25 AM

Fig. 2 – CASS*Link* Log-in page

The home page of the AWB Stock Management system (See Fig. 3) shows the following information:

- The user's **User** ID, the **CASS operation** (always USA), and the **Sign out**, **Home** and **Help** links.
- The left menu bar has two options: **Stock Control** and **User Maintenance**
- **Operation messages** and **Information** fields in the center will show miscellaneous links and information.

TIP: when the message "**There are stock relations without details**" appears under the information column, this means that a new agent and/or office has been added to the data base. If you wish to set up awb number allocations for this agent, click on this link and you will be taken to the awb allocation page (also see Section 4(ii)).

Main page Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink.iata.org/pages/index.aspx
Go Links
CNS
An IATA Company
CASS USA
User: US_900XB01
CASS operation: UNITED STATES OF AMERICA
Sign out | Home | Help
Operation messages
Information
+ Stock Control
+ User Maintenance
IATA World Cargo Symposium 2008
Register now!
Are you getting the best from your AWB Management System?
Click here or contact your local Cargo Manager for more details.
CASSlink Release: 2.5.0.3
Release date: 2007-12-18
Powered by EDS
Both Productive & Test CASSLink will be unavailable 18th February 2008 between 18:00 CET and 20:00 CET due to security patch updates & RAM extention. PLS. DO NOT TRY TO UPLOAD ANY INPUT FILES IN THAT PERIOD.
There are stock relations without details.
Done
Internet
start
Main page Iata CASS ...
5:28 PM
Fig. 3 – AWB Stock Management Home Page

4) Stock Control

An Airline user in the AWB Stock Management system has access to three stock control functions, shown on the left navigation menu in Fig. 4 below, as follows:

i) Airline Ranges

This option allows the airline user to manage their ranges (inventory) of awb numbers.

ii) Airline Relations

This option allows the airline user to manage the allocation of awb numbers to their agents/forwarders.

iii) Stock Reports

This option allows the airline user to create and view Allocation Reports and Status Reports in MS Excel or PDF format.

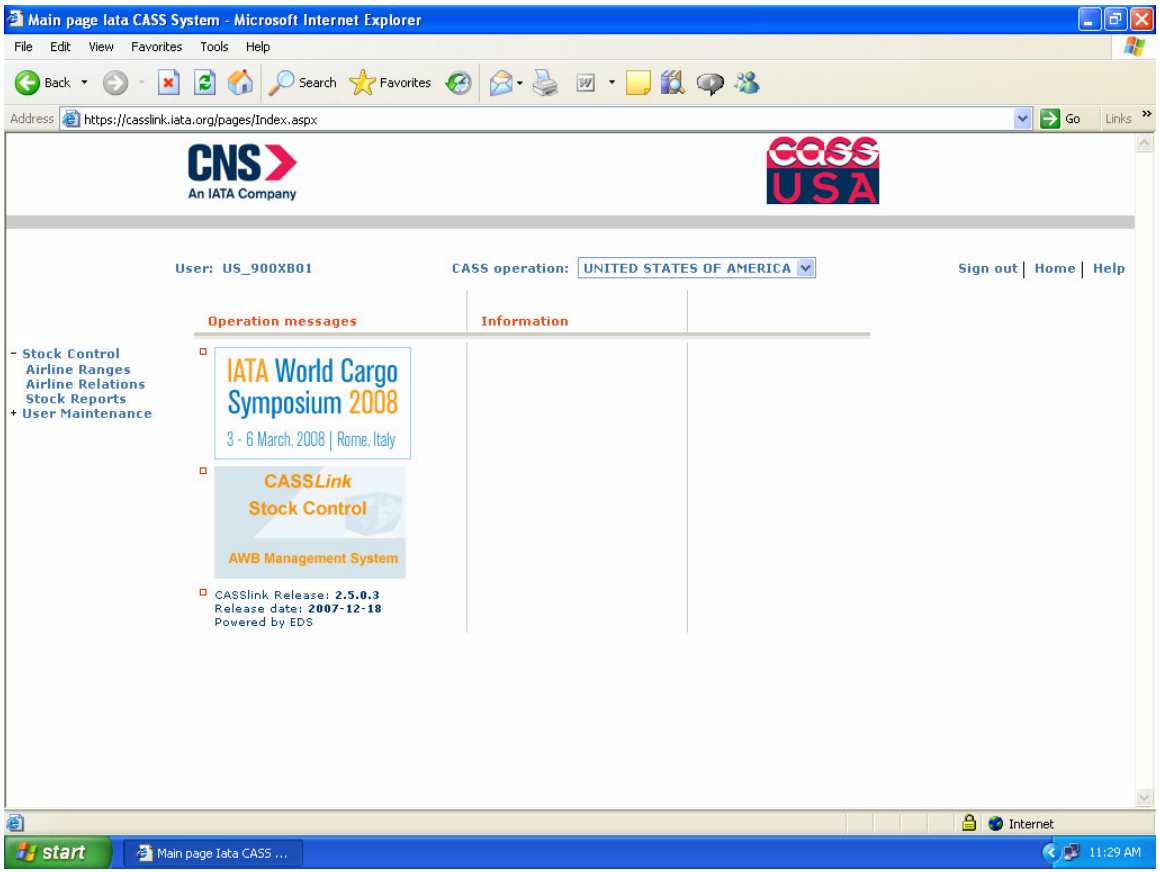


Fig. 4 – AWB Stock Management Home Page – Stock Control Menu Options

The above functions are described in more detail on the following pages.

4(i) Airline Ranges

The Airline Ranges function allows the airline user to create and manage awb number ranges (See Fig. 5).

The airline is pre-selected if the user has only one airline assigned. If the user has more than one airline assigned, the user can select the applicable airline from the drop down menu.

The default display is to show only open ranges. To see all ranges, un-check the "Show only open ranges" box.

Specific functions include:

- Adding a range of awb numbers into inventory.
- Setting an expiration date for a range of awb numbers

- Closing out a range of awb numbers from inventory
- The option to view open or all ranges of awb numbers in inventory
- Creating reports in MS Excel or PDF format

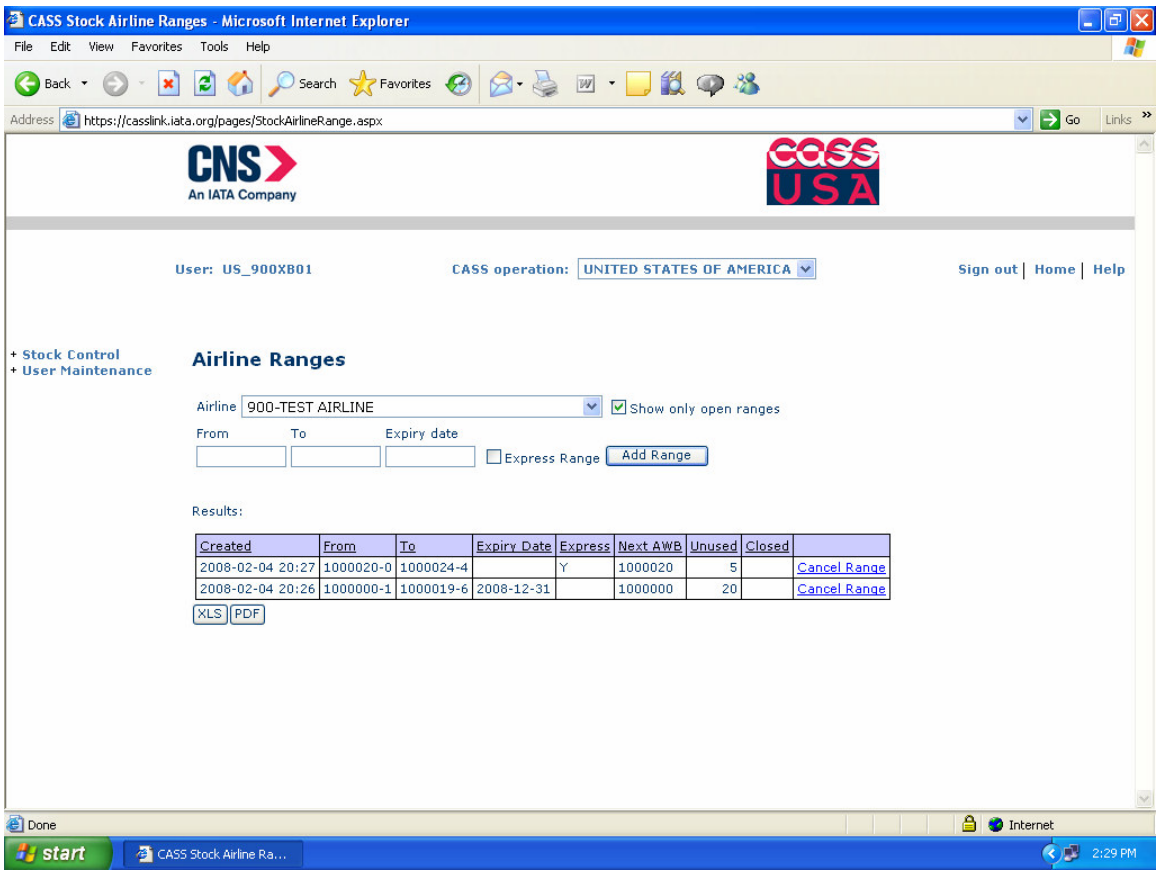


Fig. 5 - Airline Ranges page

To ***add a range*** of awb numbers into inventory:

- Enter the first seven digits of the first awb number in the range in the “From” box; enter the first seven digits of the last awb number in the range in the “To” box. Note: the system calculates the eighth (check) digit automatically.

To ***set an expiry date*** for a range of awb numbers:

- Enter that date in YYYY-MM-DD format in the “Expiry Date” box. No awb numbers will be issued from a range with an expiry date once the expiry date has passed. If you do not wish the range of awb numbers to expire, leave this field blank.

To ***add a range to the "Express"*** inventory:

- If your airline has chosen to have the "Express Range" option available, the user can select the check box to allocate the range to the Express inventory. Express ranges are separate from "normal" ranges, and can be used, for example, to allocate awb numbers for express shipments or certain client types, as required by the airline.

Once the information has been entered, click on the "**Add Range**" button, and the details of the range will be displayed (See Fig. 5).

To ***close out a range*** of awb numbers:

- If you wish to close out a range, select the "**Cancel Range**" link. This action will close out the selected range and no further awb numbers will be allocated from this range.

TIP: Clicking on the column headings enables the user to sort the display in ascending/descending order, depending on the column selected.

To create an Airline Range report:

- The XLS button will create an excel overview of all the ranges for the selected airline (See Fig. 6); the PDF button will create the same in a printable PDF report format (See Fig. 7).

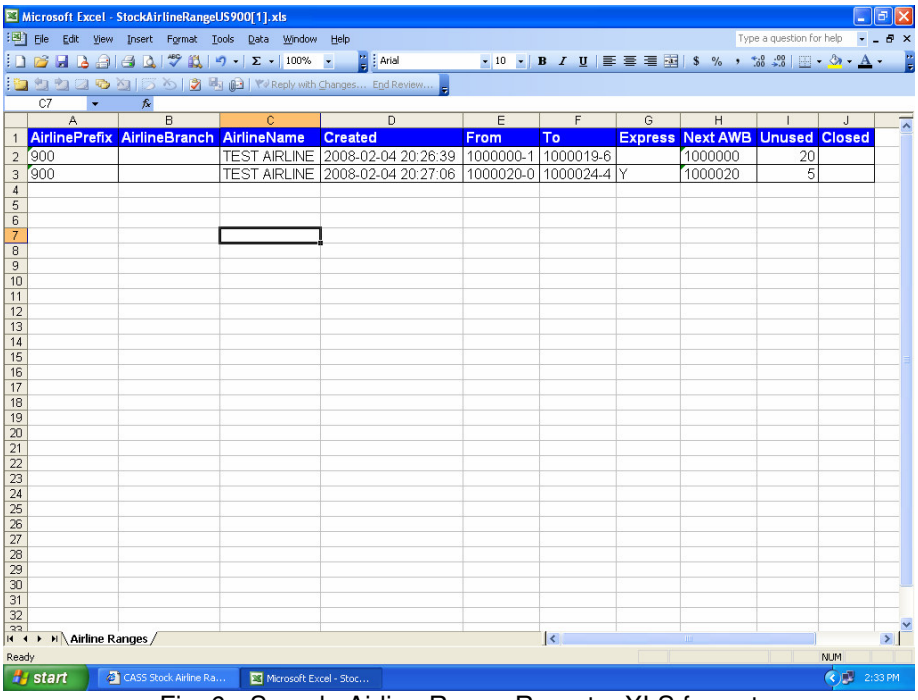

Microsoft Excel - StockAirlineRangeUS900[1].xls
AirlinePrefix AirlineBranch AirlineName Created From To Express Next AWB Unused Closed
900 TEST AIRLINE 2008-02-04 20:26:39 1000000-1 1000019-6 1000000 20
900 TEST AIRLINE 2008-02-04 20:27:06 1000020-0 1000024-4 Y 1000020 5
Airline Ranges
Ready
start
2:33 PM

Fig. 6 - Sample Airline Range Report – XLS format

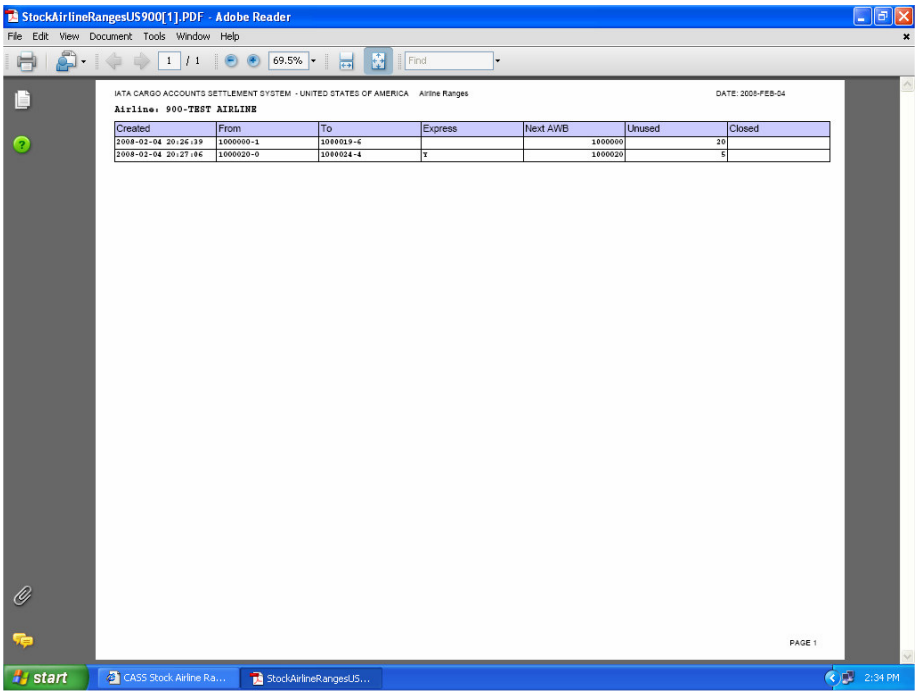
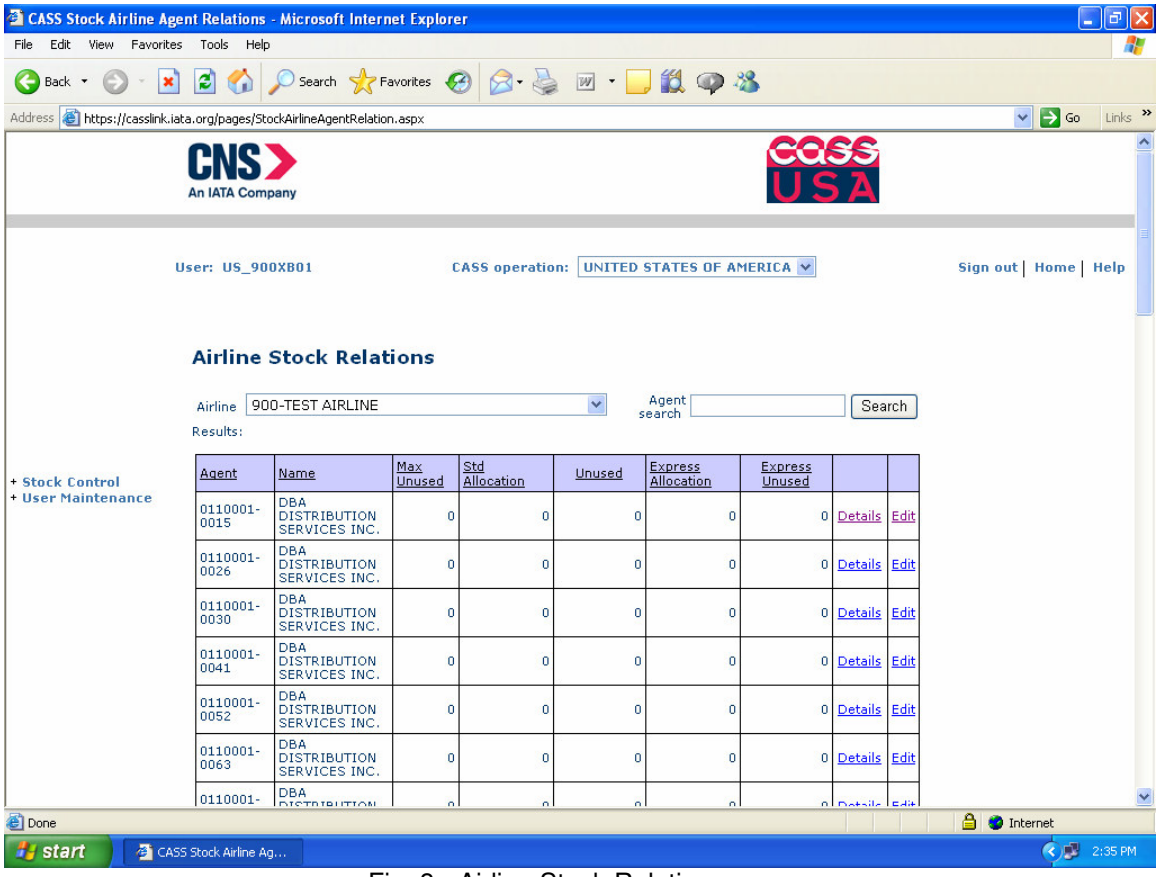

StockAirlineRangesUS900[1].PDF - Adobe Reader
IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - UNITED STATES OF AMERICA Airline Ranges
DATE: 2008-FEB-04
Airline: 900-TEST AIRLINE
Created From To Express Next AWB Unused Closed
2008-02-04 20:26:39 1000000-1 1000019-6 1000000 20
2008-02-04 20:27:06 1000020-0 1000024-4 Y 1000020 5
PAGE 1
start
2:34 PM

Fig. 7 - Sample Airline Range Report – PDF format

4(ii) Airline Relations

The Airline Relations function allows the airline user to assign and manage awb numbers for cargo agents & forwarders (see Fig. 8). Note that all active CNS endorsed agents and branches are considered stock-eligible, and will be displayed regardless of whether the airline has established an allocation

relationship. Non-CNS endorsed agents (i.e., Commercial Accounts) are also eligible, but are managed by exception.


CASS Stock Airline Agent Relations - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink.iata.org/pages/StockAirlineAgentRelation.aspx
Go Links
CNS An IATA Company
cass USA
User: US_900XB01
CASS operation: UNITED STATES OF AMERICA
Sign out | Home | Help
Airline Stock Relations
Airline 900-TEST AIRLINE
Agent search
Search
Results:
+ Stock Control
+ User Maintenance
Agent | Name | Max Unused | Std Allocation | Unused | Express Allocation | Express Unused
0110001-0015 DBA DISTRIBUTION SERVICES INC. 0 0 0 0 0 Details Edit
0110001-0026 DBA DISTRIBUTION SERVICES INC. 0 0 0 0 0 Details Edit
0110001-0030 DBA DISTRIBUTION SERVICES INC. 0 0 0 0 0 Details Edit
0110001-0041 DBA DISTRIBUTION SERVICES INC. 0 0 0 0 0 Details Edit
0110001-0052 DBA DISTRIBUTION SERVICES INC. 0 0 0 0 0 Details Edit
0110001-0063 DBA DISTRIBUTION SERVICES INC. 0 0 0 0 0 Details Edit
Done
Internet
start
CASS Stock Airline Ag...
2:35 PM
Fig. 8 - Airline Stock Relations page

Selection criteria:

- **Airline** = the Airline is pre-selected if the user has only one airline assigned. If the user has more than one airline assigned, the user can select the applicable airline from the drop down menu.
- **Agent search** = The Agent search facility allows Airlines to search for agents by either agent code or name, by entering either full or partial data into the search box and clicking “Search”.

Column description:

- **Agent** = the agent and location code of the agent
- **Name** = the name of the agent

- **Max Unused** = the maximum number of "normal" and "Express" awb numbers the agent is allowed to hold. Note: when setting an allocation to an agent, we recommend setting the Max Unused value at twice the amount of the sum of the standard allocation and the Express allocation. For example, if you assign 50 awb numbers as the standard allocation and 10 awb numbers to the Express allocation, the Max Unused value should be set to 120.

- **Std Allocation** = the maximum number of "normal" awb numbers the agent can receive with one request. Future allocations, based on this standard, will depend on the Max Unused value (see note above).

- **Unused** = the number of "normal" awb numbers that remain in the allocation. Note: the Unused value is based upon awbs submitted through CASS-USA. Therefore, in order for this function to be of value, it is recommended that any awb numbers issued via the AWB Stock Control Management are billed through CASS-USA.

- **Express Allocation** = the maximum number of "Express" awb numbers the agent can receive with one request. Future allocations, based on this standard, will depend on the Max Unused value (see note above).

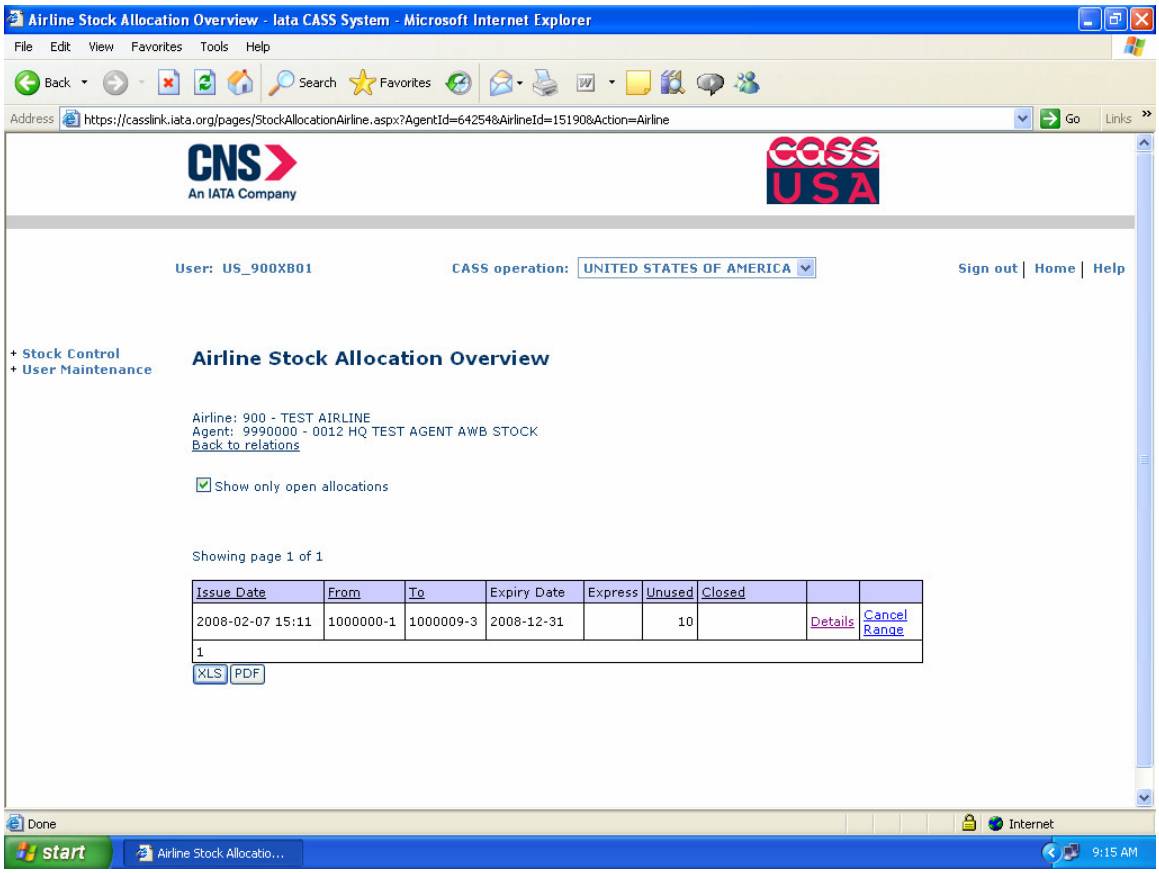
- **Express Unused** = the number of "Express" awb numbers that remain in the allocation. Note: the Unused value is based upon awbs submitted through CASS-USA. Therefore, in order for this function to be of value, it is recommended that any awb numbers issued via the AWB Stock Control system are billed through CASS-USA.

TIP: Click on the column heading "Max Unused". This will sort all agents with a Max Unused value of "-1" to the top of the list. You can then make changes to the allocations, if required, or change the Max Unused value to "0". Once all agents with a Max Unused value of "-1" are changed, the message, "There are stock relations without details" will disappear from the home page.

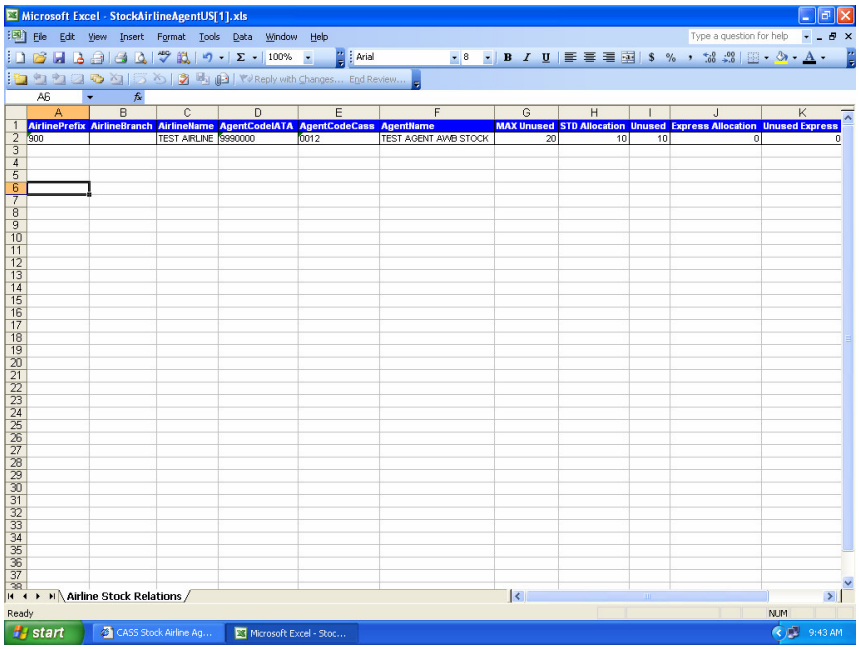
Airline Stock Allocation Overview

Clicking on the "Details" link on the Airline Stock Relations page will take the airline user to the **Airline Stock Allocation Overview** page for the selected agent (see Fig. 9). This page shows a list view of awb ranges allocated to the selected agent.

- By default only “open” allocations are shown. Un-clicking the “Show only open allocations” box will show all allocations.
- By clicking the “Details” link, the user will be taken to the Airline Stock Allocation Detail page which displays information/status of each awb number within the allocation (see Fig. 12).
- The “Cancel Range” link allows the user to close out a selected range of awb numbers.
- Clicking on the “Back to relations” link returns the user to the previous page.

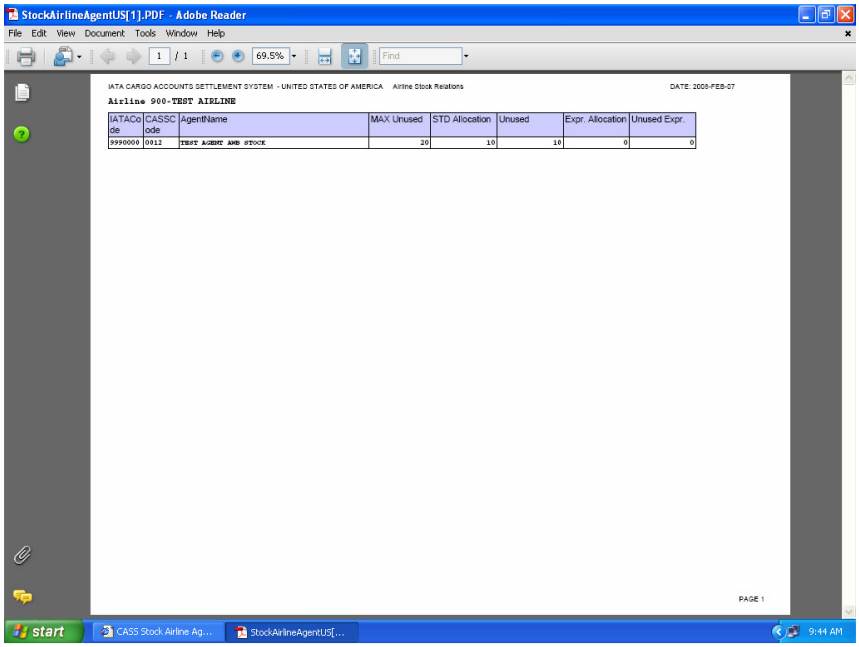

Airline Stock Allocation Overview - Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink.iata.org/pages/StockAllocationAirline.aspx?AgentId=64254&AirlineId=151908&Action=Airline
Go Links
CNS An IATA Company
CASS USA
User: US_900XB01
CASS operation: UNITED STATES OF AMERICA
Sign out | Home | Help
+ Stock Control
+ User Maintenance
Airline Stock Allocation Overview
Airline: 900 - TEST AIRLINE
Agent: 9990000 - 0012 HQ TEST AGENT AWB STOCK
Back to relations
Show only open allocations
Showing page 1 of 1
Issue Date | From | To | Expiry Date | Express | Unused | Closed | | |
2008-02-07 15:11 | 1000000-1 | 1000009-3 | 2008-12-31 | | 10 | | Details | Cancel Range
1
XLS PDF
Done
Internet
start
Airline Stock Allocatio...
9:15 AM
Fig. 9 - Airline Stock Allocation Overview page

The XLS button will create an excel overview of all the allocations the actual airline has with the selected agent (see Fig. 10); the PDF button will create the same in a printable PDF report format (See Fig. 11).



AirlinePrefix	AirlineBranch	AirlineName	AgentCodeIATA	AgentCodeCass	AgentName	MAX Unused	STD Allocation	Unused	Express Allocation	Unused Express
900		TEST AIRLINE	9990000	0012	TEST AGENT AWB STOCK	20	10	10	0	0

Fig. 10 - Sample Airline Stock Allocation Overview report – XLS Format



IATACode	CASSCode	AgentName	MAX Unused	STD Allocation	Unused	Expr. Allocation	Unused Expr.
9990000	0012	TEST AGENT AWB STOCK	20	10	10	0	0

Fig.11 - Sample Airline Stock Allocation Overview report – PDF Format

Airline Stock Allocation Details

For the selected agent, this page shows the allocation history for each allocated awb number (see Fig. 12). The following data is shown:

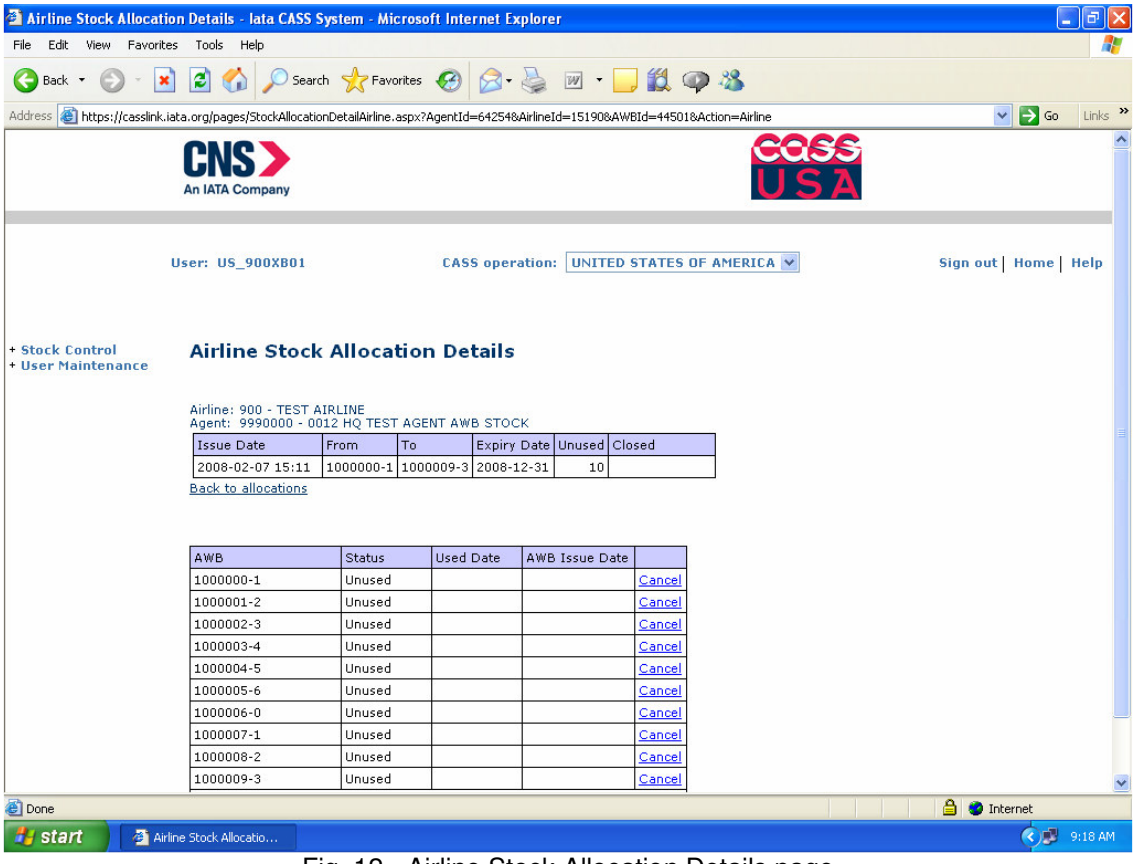
AWB = the air waybill number

Status = there are four possibilities: ***Unused*** (the awb number been allocated but not yet billed through CASS-USA); ***Used*** (the awb number been allocated and either billed though CASS-USA or cancelled manually); ***Void*** (the awb number was void); ***Cancelled*** (the awb number was manually cancelled by the airline user or CASS-USA Manager).

Used Date = This reflects the date the CASS-USA billing file was processed or the date on which the manual cancel action was taken.

AWB Issue Date = This reflects the execution date of the awb as reported in the airline's billing file.

Clicking on the "Cancel" link will manually insert a date equal to the date of the action in the Used Date column.


Airline Stock Allocation Details - Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink.iata.org/pages/StockAllocationDetailAirline.aspx?AgentId=64254&AirlineId=151908&AWBId=44501&Action=Airline
Go Links
CNS An IATA Company
CASS USA
User: US_900XB01
CASS operation: UNITED STATES OF AMERICA
Sign out | Home | Help
+ Stock Control
+ User Maintenance
Airline Stock Allocation Details
Airline: 900 - TEST AIRLINE
Agent: 9990000 - 0012 HQ TEST AGENT AWB STOCK
Issue Date | From | To | Expiry Date | Unused | Closed
2008-02-07 15:11 | 1000000-1 | 1000009-3 | 2008-12-31 | 10
Back to allocations
AWB | Status | Used Date | AWB Issue Date
1000000-1 Unused Cancel
1000001-2 Unused Cancel
1000002-3 Unused Cancel
1000003-4 Unused Cancel
1000004-5 Unused Cancel
1000005-6 Unused Cancel
1000006-0 Unused Cancel
1000007-1 Unused Cancel
1000008-2 Unused Cancel
1000009-3 Unused Cancel
Done
Internet
start
Airline Stock Allocatio...
9:18 AM
Fig. 12 - Airline Stock Allocation Details page

The XLS button will create an excel overview of all the documents in the allocation (see Fig. 13); the PDF button will create the same in a printable PDF report format (See Fig. 14).

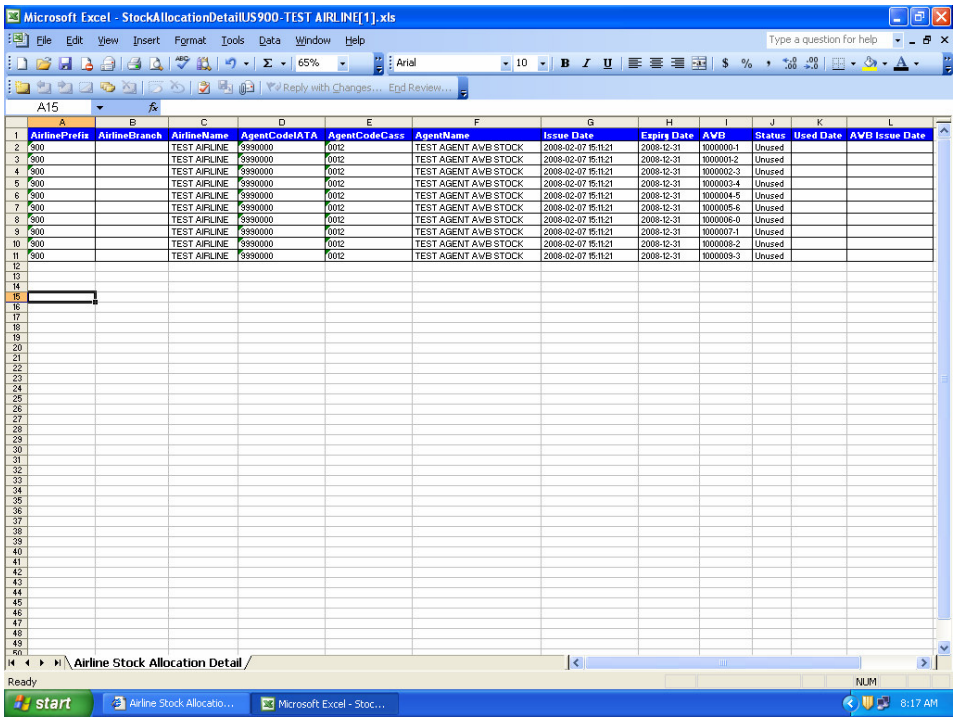


Fig. 13 – Sample Airline Stock Allocation Detail report – XLS format

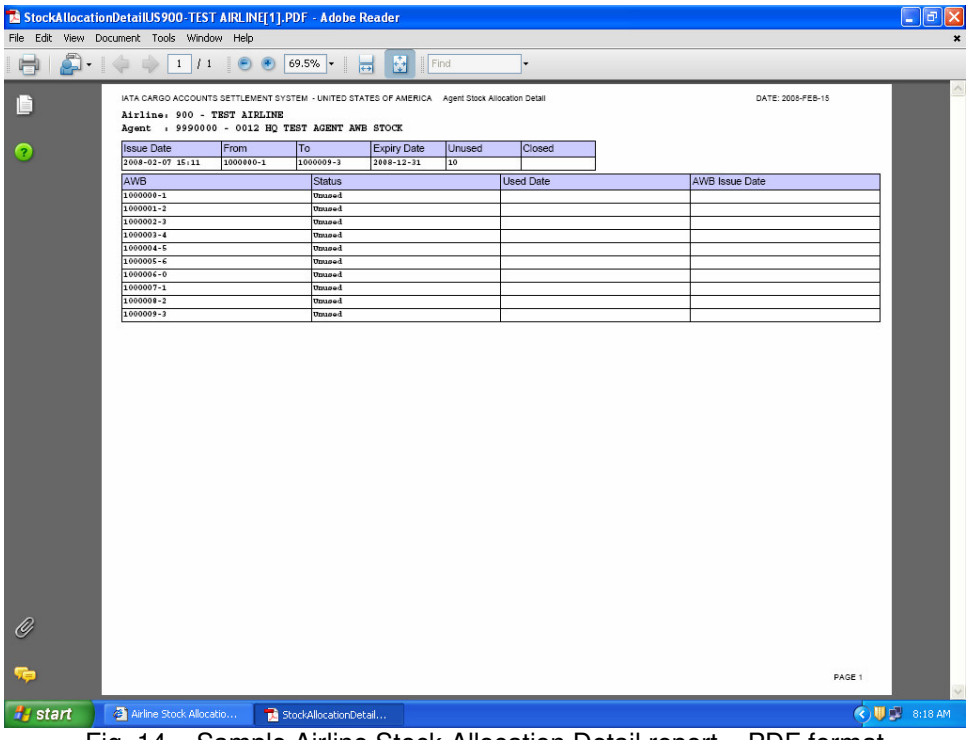

StockAllocationDetailUS900-TEST AIRLINE[1].PDF - Adobe Reader
IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - UNITED STATES OF AMERICA Agent Stock Allocation Detail
DATE: 2008-FEB-15
Airline: 900 - TEST AIRLINE
Agent : 9990000 - 0012 HQ TEST AGENT AWB STOCK
PAGE 1
start
8:18 AM

Fig. 14 – Sample Airline Stock Allocation Detail report – PDF format

Edit Stock Allocations ("Edit" link)

Clicking on this link on the Airline Stock Relations page for the selected agent will enable the user to modify the allocation parameters.

Here, the user can define the Max Unused, Standard Allocation and Express Allocation (note: remember that the Max Unused value should always be twice the amount of the sum of the Standard and Express Allocation).

Once the values have been entered, click on the “Update” link. If you do not wish to save the changes, click on the “Cancel” link (see Fig. 15).

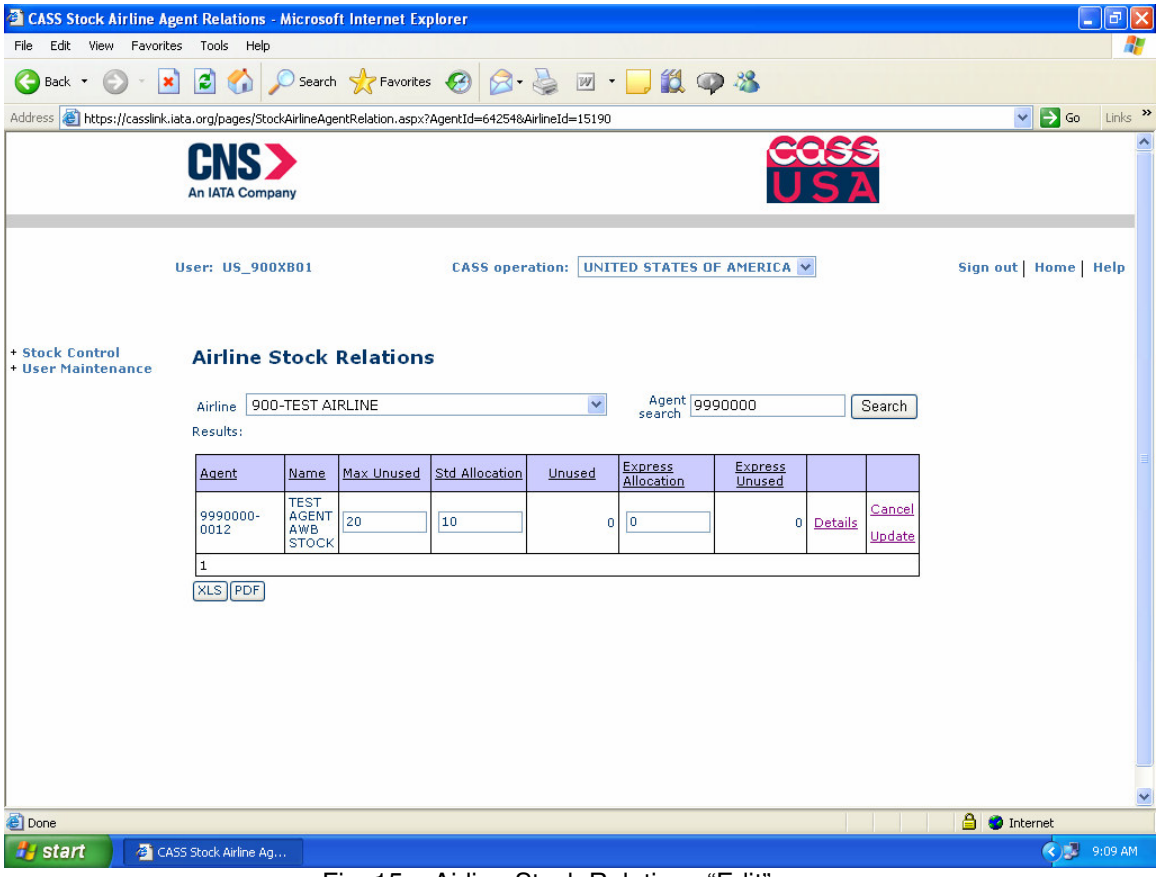


Fig. 15 – Airline Stock Relations “Edit” page

The XLS button will create an MS excel overview of all the relations for the actual airline (see Fig. 16); the PDF button will create the same in a printable PDF report format (see Fig. 17).

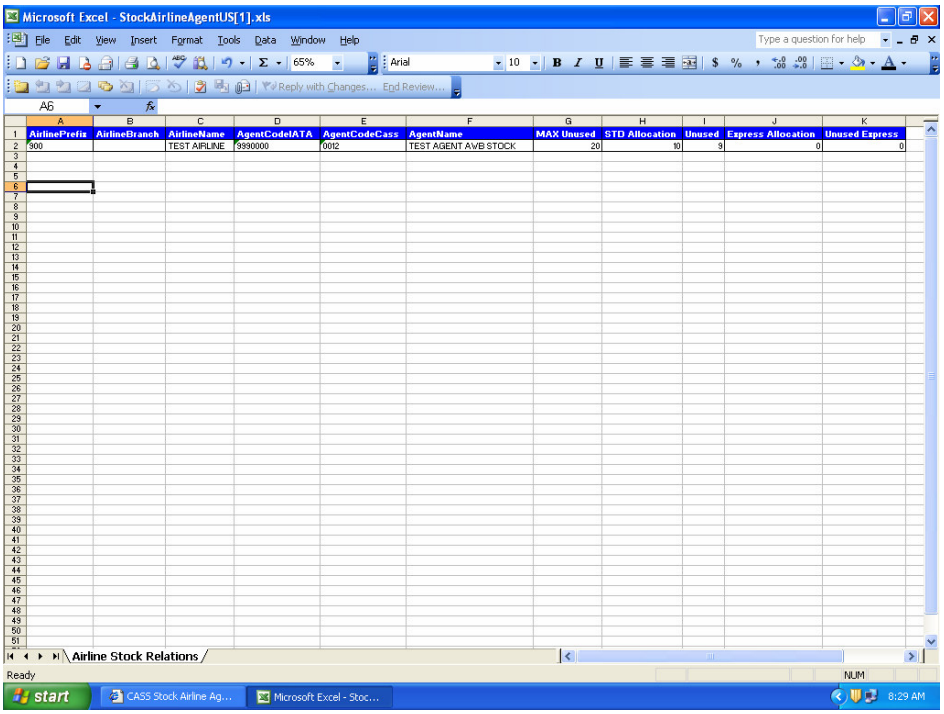


Fig. 16 – Sample Relations per Selected Agent report – XLS format

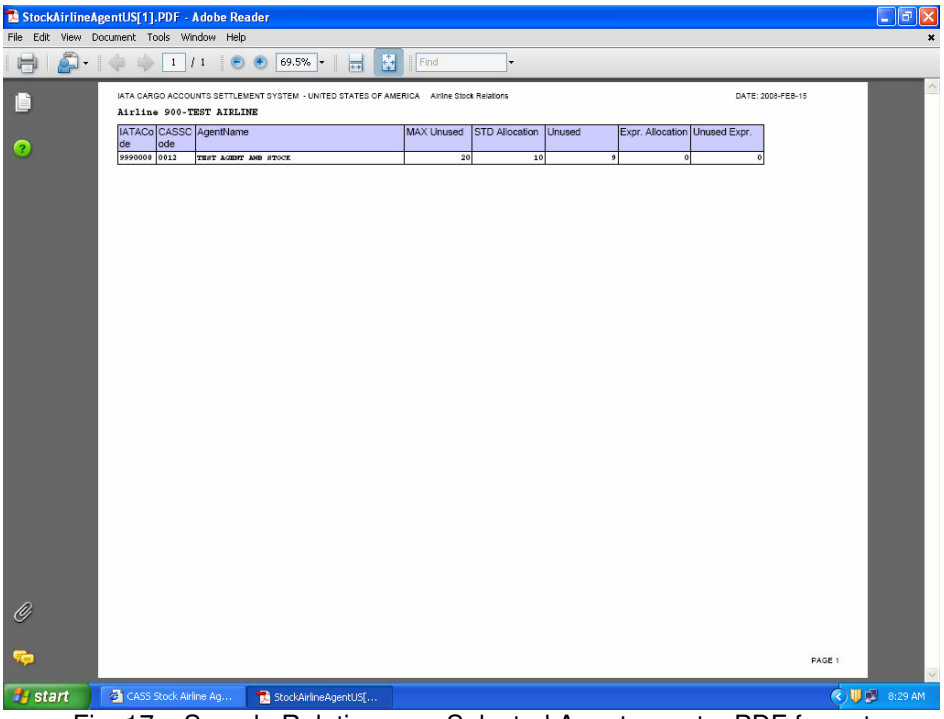
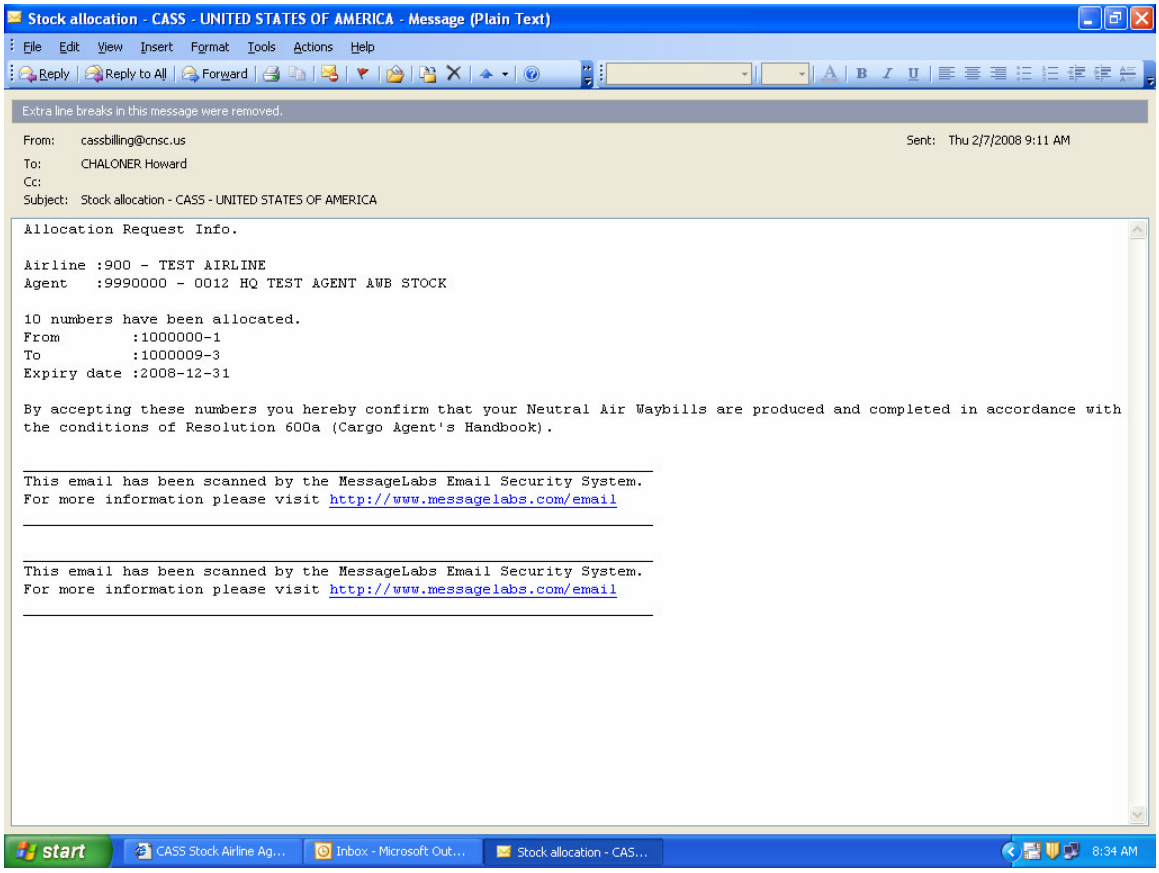

StockAirlineAgentUS[1].PDF - Adobe Reader
IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - UNITED STATES OF AMERICA Airline Stock Relations
DATE: 2008-FEB-15
Airline 900-TEST AIRLINE
PAGE 1

Fig. 17 – Sample Relations per Selected Agent report – PDF format

Stock Allocation Email Messages

When a block of awb numbers is allocated to an agent, an email confirmation message will be sent to the defined email addresses entered in the airline's profile (see Fig. 18). The senders address will be cassbilling@cnsc.us.


Stock allocation - CASS - UNITED STATES OF AMERICA - Message (Plain Text)
File Edit View Insert Format Tools Actions Help
Reply Reply to All Forward
Extra line breaks in this message were removed.
From: cassbilling@cnsc.us
Sent: Thu 2/7/2008 9:11 AM
To: CHALONER Howard
Cc:
Subject: Stock allocation - CASS - UNITED STATES OF AMERICA
Allocation Request Info.
Airline :900 - TEST AIRLINE
Agent :9990000 - 0012 HQ TEST AGENT AWB STOCK
10 numbers have been allocated.
From :1000000-1
To :1000009-3
Expiry date :2008-12-31
By accepting these numbers you hereby confirm that your Neutral Air Waybills are produced and completed in accordance with the conditions of Resolution 600a (Cargo Agent's Handbook).
This email has been scanned by the MessageLabs Email Security System.
For more information please visit http://www.messagelabs.com/email
This email has been scanned by the MessageLabs Email Security System.
For more information please visit http://www.messagelabs.com/email
start
CASS Stock Airline Ag...
Inbox - Microsoft Out...
Stock allocation - CAS...
8:34 AM
Fig. 18 – Sample Stock Allocation email

4(iii) Stock Reports

Two reports are available to the airline user (see Fig. 19):

1. Allocation Report

This report will show all allocations, per agent, for the user-defined time period.

2. Status Report

The Status Report enables the airline user to generate a report on AWB Allocations, per awb number, over a defined time period. This may be further refined by checking the “Unused only” box.

Both report types are available in MS Excel and PDF formats (see Figs. 20 through 23).

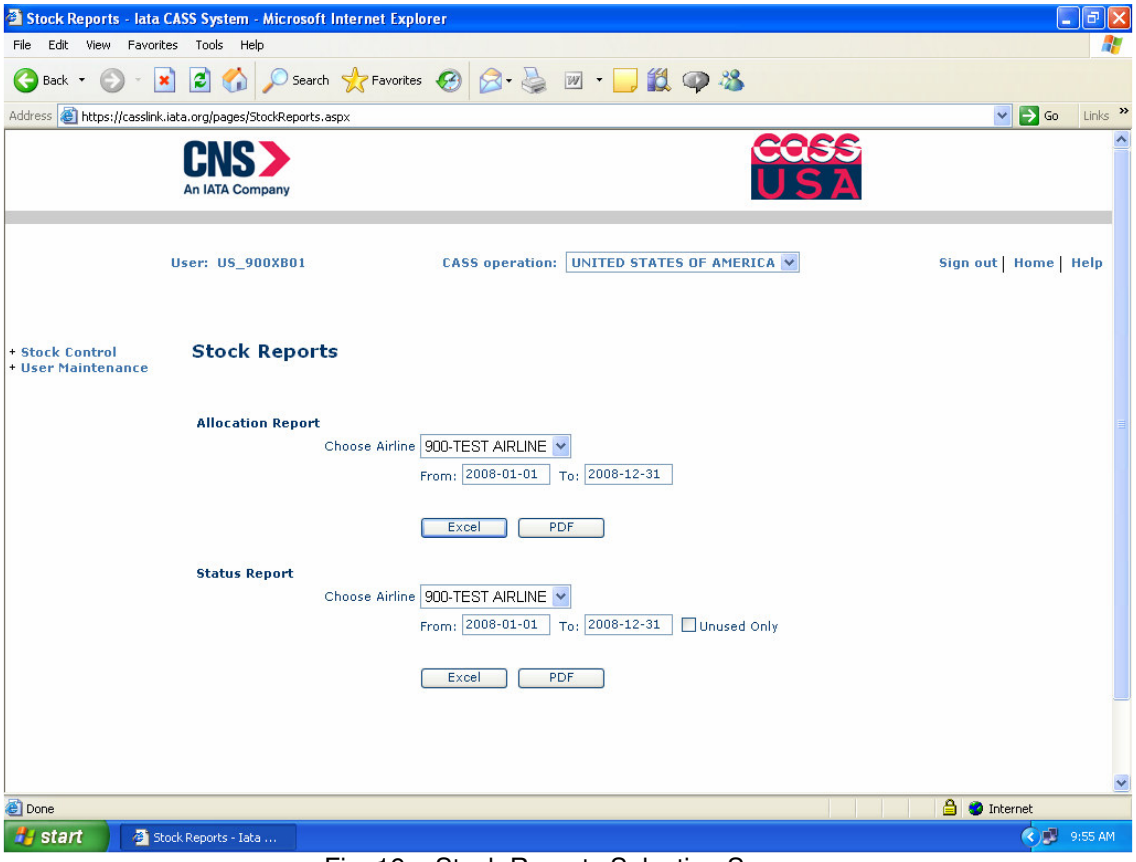


Fig. 19 – Stock Reports Selection Screen

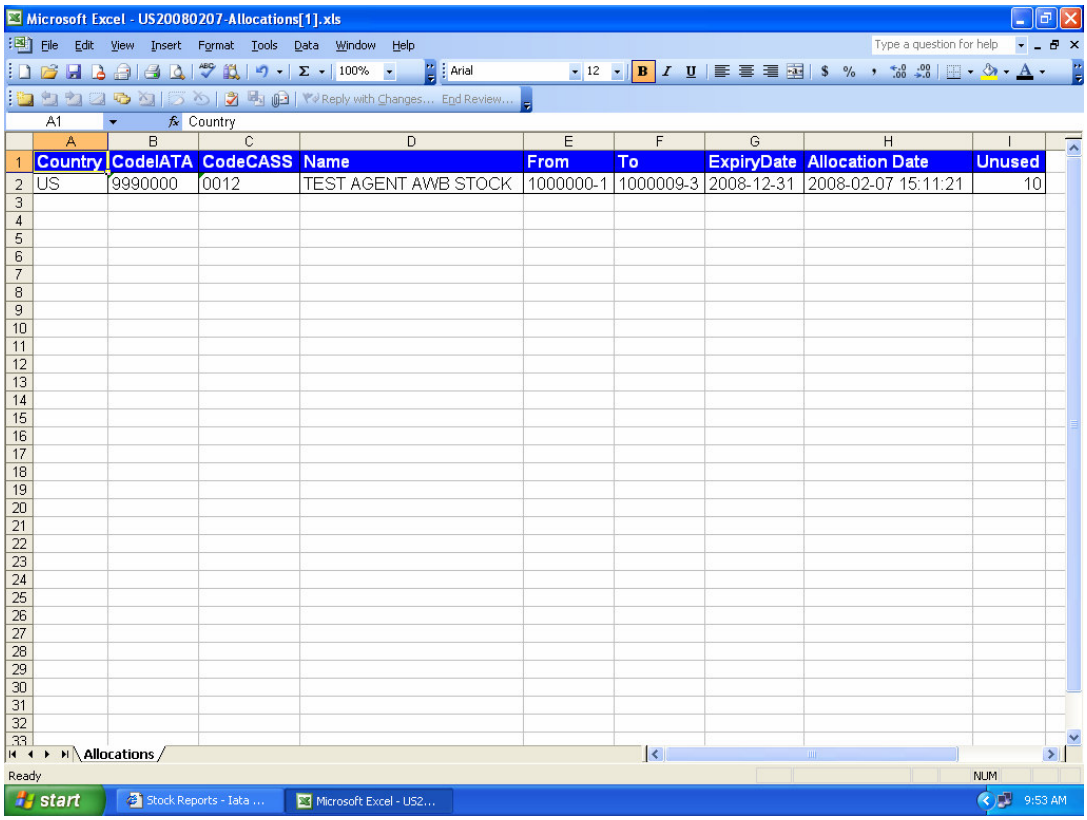

Microsoft Excel - US20080207-Allocations[1].xls
File Edit View Insert Format Tools Data Window Help
A1
Country
Country CodeIATA CodeCASS Name From To ExpiryDate Allocation Date Unused
US 9990000 0012 TEST AGENT AWB STOCK 1000000-1 1000009-3 2008-12-31 2008-02-07 15:11:21 10
Allocations
Ready
start
Stock Reports - Iata ...
Microsoft Excel - US2...
9:53 AM

Fig. 20 – Sample Allocation Report – XLS format

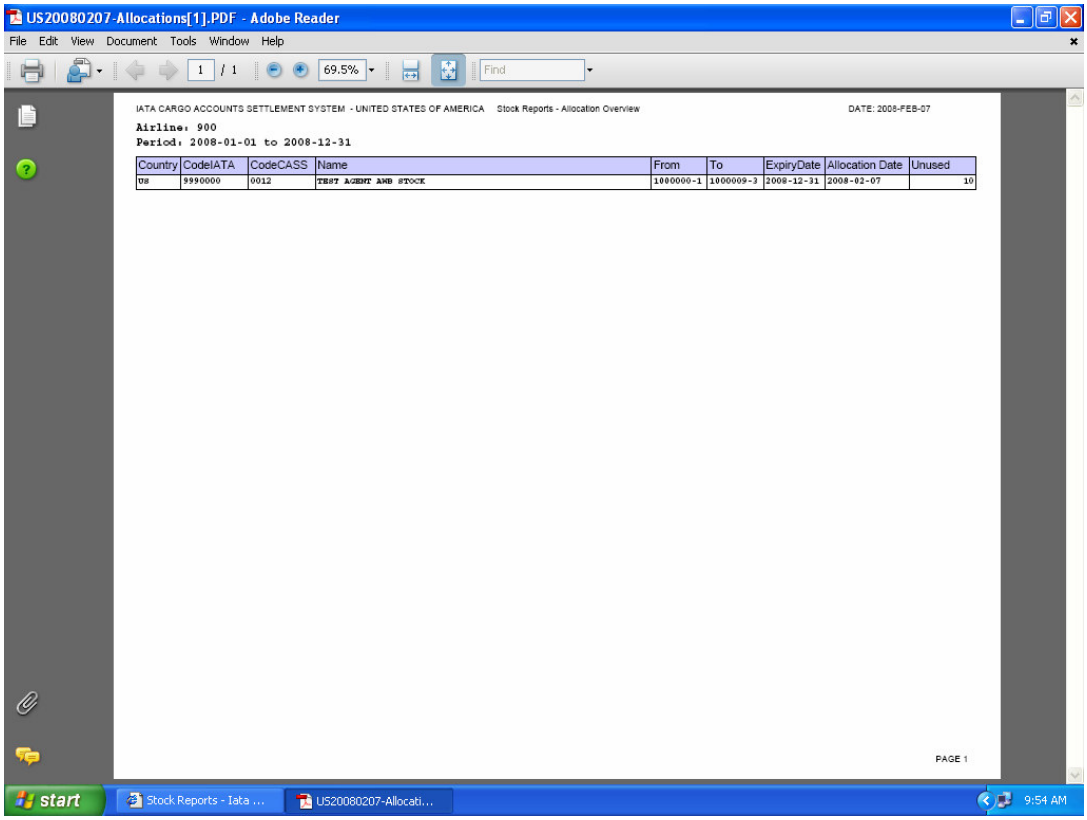
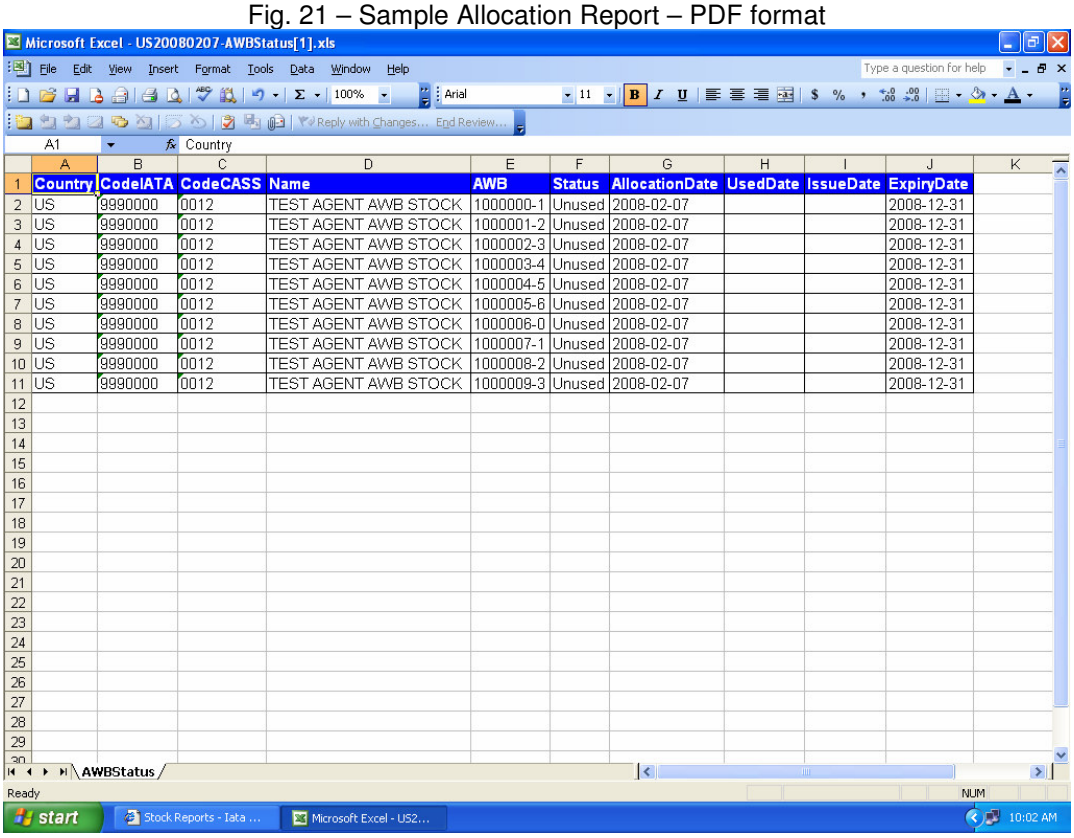

US20080207-Allocations[1].PDF - Adobe Reader
File Edit View Document Tools Window Help
IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - UNITED STATES OF AMERICA Stock Reports - Allocation Overview
DATE: 2008-FEB-07
Airline: 900
Period: 2008-01-01 to 2008-12-31
Country CodeIATA CodeCASS Name From To ExpiryDate Allocation Date Unused
US 9990000 0012 TEST AGENT AWB STOCK 1000000-1 1000009-3 2008-12-31 2008-02-07 10
PAGE 1
start
Stock Reports - Iata ...
US20080207-Allocati...
9:54 AM

Fig. 21 – Sample Allocation Report – PDF format



Microsoft Excel - US20080207-AWBStatus[1].xls

File Edit View Insert Format Tools Data Window Help

A1 Country

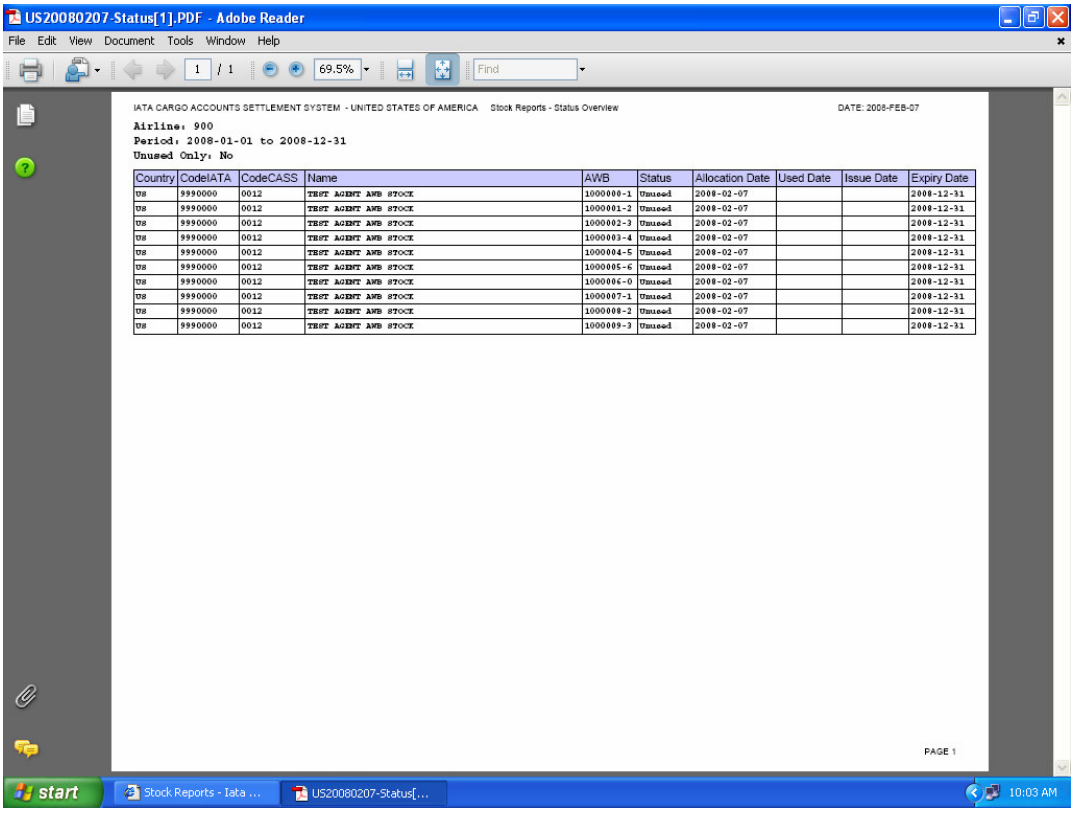
	Country	CodeIATA	CodeCASS	Name	AWB	Status	AllocationDate	UsedDate	IssueDate	ExpiryDate
2	US	9990000	0012	TEST AGENT AWB STOCK	1000000-1	Unused	2008-02-07			2008-12-31
3	US	9990000	0012	TEST AGENT AWB STOCK	1000001-2	Unused	2008-02-07			2008-12-31
4	US	9990000	0012	TEST AGENT AWB STOCK	1000002-3	Unused	2008-02-07			2008-12-31
5	US	9990000	0012	TEST AGENT AWB STOCK	1000003-4	Unused	2008-02-07			2008-12-31
6	US	9990000	0012	TEST AGENT AWB STOCK	1000004-5	Unused	2008-02-07			2008-12-31
7	US	9990000	0012	TEST AGENT AWB STOCK	1000005-6	Unused	2008-02-07			2008-12-31
8	US	9990000	0012	TEST AGENT AWB STOCK	1000006-0	Unused	2008-02-07			2008-12-31
9	US	9990000	0012	TEST AGENT AWB STOCK	1000007-1	Unused	2008-02-07			2008-12-31
10	US	9990000	0012	TEST AGENT AWB STOCK	1000008-2	Unused	2008-02-07			2008-12-31
11	US	9990000	0012	TEST AGENT AWB STOCK	1000009-3	Unused	2008-02-07			2008-12-31

AWBStatus

Ready NUM

start Stock Reports - Iata ... Microsoft Excel - US2... 10:02 AM

Fig. 22 – Sample Status Report – XLS format



US20080207-Status[1].PDF - Adobe Reader

File Edit View Document Tools Window Help

1 / 1 69.5% Find

IATA CARGO ACCOUNTS SETTLEMENT SYSTEM - UNITED STATES OF AMERICA Stock Reports - Status Overview DATE: 2008-FEB-07

Airline: 900
Period: 2008-01-01 to 2008-12-31
Unused Only: No

Country	CodeIATA	CodeCASS	Name	AWB	Status	Allocation Date	Used Date	Issue Date	Expiry Date
US	9990000	0012	TEST AGENT AWB STOCK	1000000-1	Unused	2008-02-07			2008-12-31
US	9990000	0012	TEST AGENT AWB STOCK	1000001-2	Unused	2008-02-07			2008-12-31
US	9990000	0012	TEST AGENT AWB STOCK	1000002-3	Unused	2008-02-07			2008-12-31
US	9990000	0012	TEST AGENT AWB STOCK	1000003-4	Unused	2008-02-07			2008-12-31
US	9990000	0012	TEST AGENT AWB STOCK	1000004-5	Unused	2008-02-07			2008-12-31
US	9990000	0012	TEST AGENT AWB STOCK	1000005-6	Unused	2008-02-07			2008-12-31
US	9990000	0012	TEST AGENT AWB STOCK	1000006-0	Unused	2008-02-07			2008-12-31
US	9990000	0012	TEST AGENT AWB STOCK	1000007-1	Unused	2008-02-07			2008-12-31
US	9990000	0012	TEST AGENT AWB STOCK	1000008-2	Unused	2008-02-07			2008-12-31
US	9990000	0012	TEST AGENT AWB STOCK	1000009-3	Unused	2008-02-07			2008-12-31

PAGE 1

start Stock Reports - Iata ... US20080207-Status[... 10:03 AM

Fig. 23 – Sample Status Report – XLS format

5) User Maintenance

By selecting the User Maintenance menu option from the AWB Stock Management system home page, the user can manage their password (see Fig. 24)

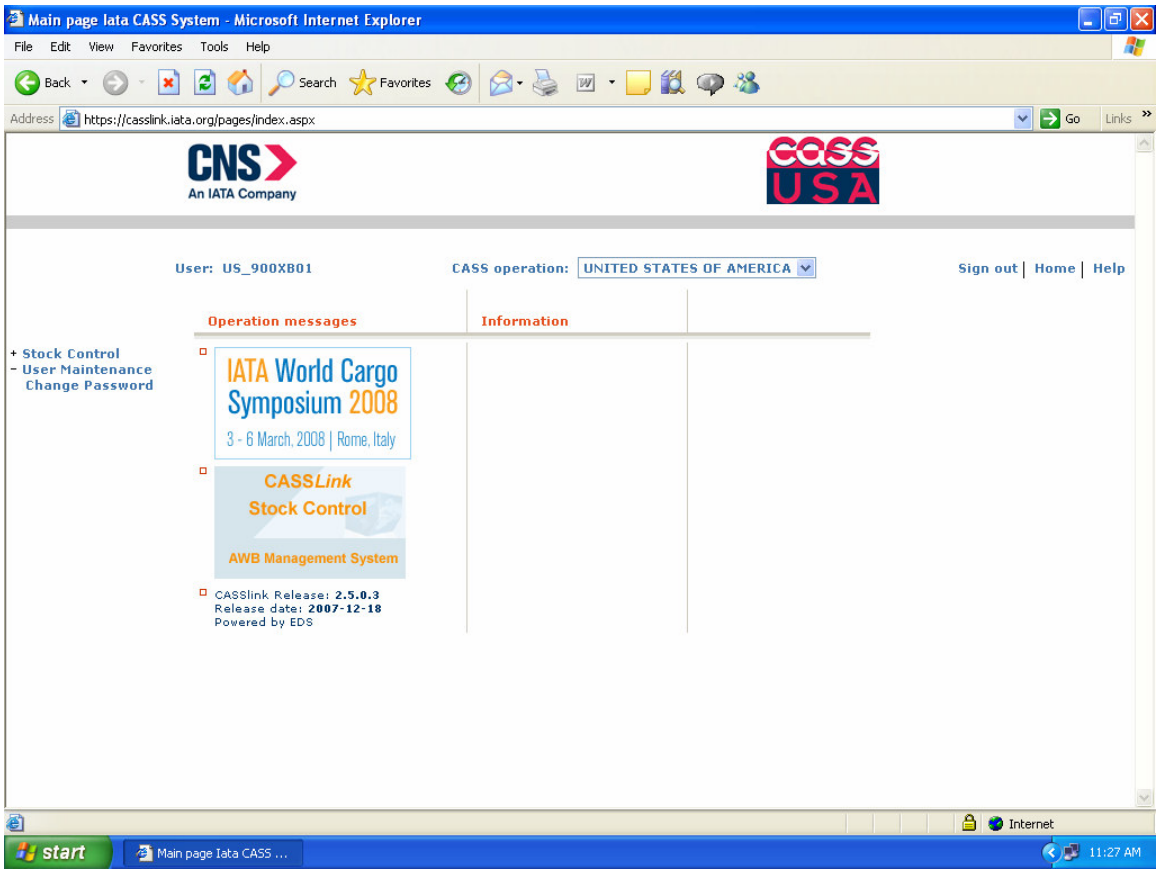


Fig. 24 – AWB Stock Management Home Page – User Maintenance Menu Option

5(i) Change Password

Follow the instructions on-screen to re-set/change your password, noting the password logic (see Fig. 25).

Click on “Update Password” and the new password will be saved.

An error message will be displayed if the new password does not meet the criteria, and you will be required to re-enter the information.

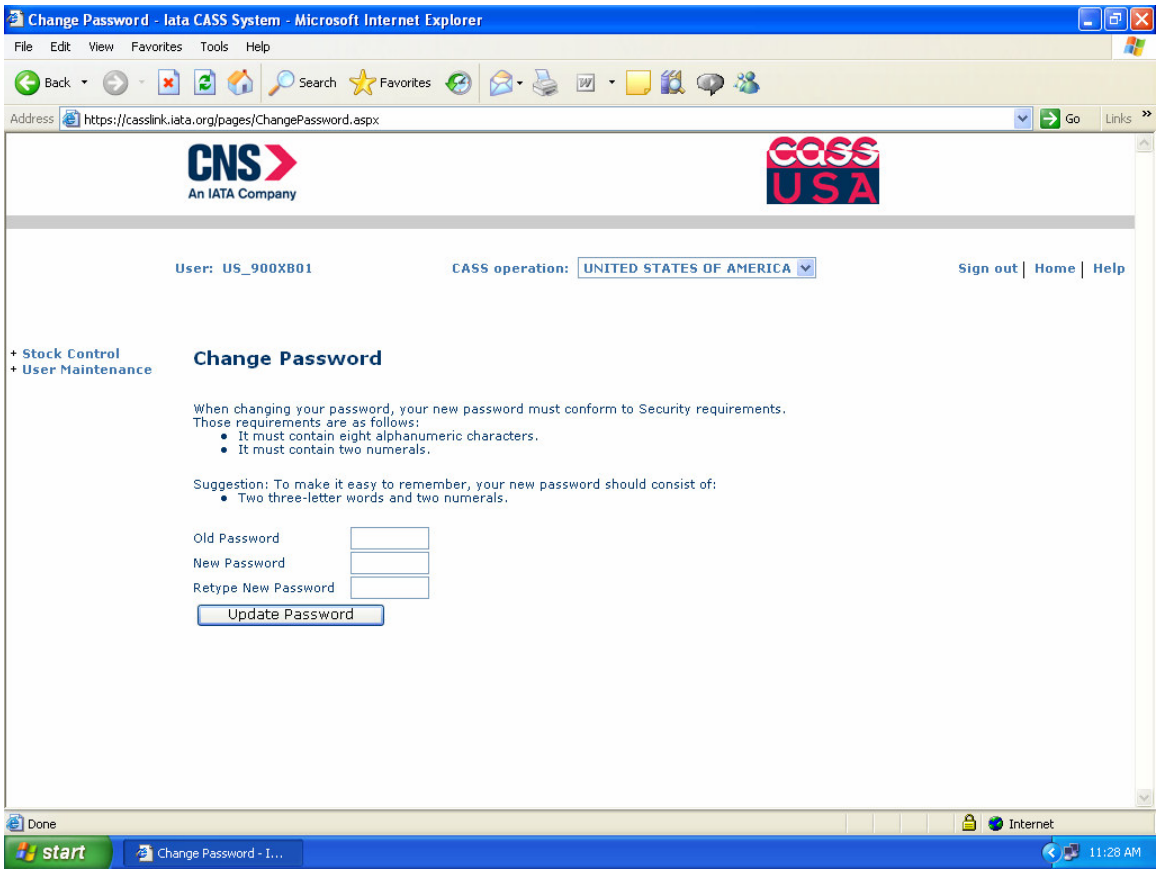

Change Password - Iata CASS System - Microsoft Internet Explorer
File Edit View Favorites Tools Help
Back Search Favorites
Address https://casslink.iata.org/pages/ChangePassword.aspx
Go Links
CNS An IATA Company
CASS USA
User: US_900XB01
CASS operation: UNITED STATES OF AMERICA
Sign out | Home | Help
+ Stock Control
+ User Maintenance
Change Password
When changing your password, your new password must conform to Security requirements.
Those requirements are as follows:
• It must contain eight alphanumeric characters.
• It must contain two numerals.
Suggestion: To make it easy to remember, your new password should consist of:
• Two three-letter words and two numerals.
Old Password
New Password
Retype New Password
Update Password
Done
Internet
start
Change Password - I...
11:28 AM

Fig. 25 – User Maintenance – Change Password page

6) Frequently Asked Questions (FAQ)

Q. How am I assigned a User ID and Password?

A. User IDs and Passwords are managed by CNS at the CASS-USA office. See Section 7 for contact information.

Q. What if I forgot my password?

A. Contact the CASS-USA office. They can re-set the password for you.

Q. When can I add or change the agents approved for air waybill numbers?

A. The system is available 24/7, except for scheduled maintenance. You can access the "Edit Allocations" function anytime.

Q. What if I need to update my user profile in the system?

A. For security purposes, only CNS can update this information. Contact the CASS-USA office with your request, *especially email address updates*!

Q. When are newly endorsed CNS agents added to the database?

A. As soon as CNS endorses them, they will be added to the agent database.

Q. Are newly endorsed agents automatically approved for air waybills?

A. No. While all active CNS-endorsed agents are marked as stock-eligible, each airline is responsible for setting their own allocations.

Q. Can commercial accounts ("99"s) access the system and request air waybills?

A. Yes, but they are managed on an exception basis. If you want a Commercial Account to be able to request awb numbers from this system, contact the CASS-USA office.

7) Contact Information

The AWB Stock Management system for the USA is administered by CNS at the CASS-USA office:

Cargo Network Services Corp.
CASS-USA office
703 Waterford Way, Suite 680
Miami, FL 33126
Tel: 786-413-1001
Fax: 786-413-1005
Email: cassbilling@cnsc.us
Web: www.cnsc.net